

**Report of Activities of the Administration Career Service**

**1 October 1955 to 31 December 1955**

1. During this quarter four significant changes have taken place within the Administration Career Service. First, the principal functions assumed by the old Administration Career Board have been divided between the newly established Support and Administration Career Boards. The former will be primarily concerned with the rendering of policy advice to the Deputy Director (Support). The latter will furnish assistance to him on such matters as personnel promotions, reassignments and rotation. This separation of functions is intended not only to provide the most effective policy advice, but also to permit the new Administration Career Board a more active role in the personnel problems of that career service. Both Boards are now in operation.
2. Second, both new Boards have undertaken studies of positions and personnel throughout the Administration Career Service. It is anticipated that as a result of these studies it will be possible to align certain positions and personnel more accurately with the appropriate career boards. The Deputy Director (Support) is striving constantly to identify more precisely especially those Agency employees who are truly executive or administrative material.
3. Third, the Deputy Director (Support) has directed that a study be made and findings presented which will result in a more objective determination of those within the Administration Career Service "best qualified" for promotion. Suggested criteria for this determination have already been prepared and will be acted on by the appropriate Boards and the Deputy Director (Support) during the next quarter.
4. Finally, the method of selection of candidates for appropriate and planned rotation through the Administration Career Service has been changed. It is hoped that the new procedure will result in the quickest, most effective assignment and reassignment of personnel.
5. The SD-SA In-Casual situation remains good. Six names appeared on the 31 December 1955 list and for all six assignments have now been located. Two of these assignments will have to be reviewed with the purpose of making more appropriate reassignment. It is expected that returnees in the GS-13 and GS-9 categories will present numerically difficult problems within the next two or three quarters.